

Dear Councillors, you are summoned to attend the meeting of the Events Committee, to be held at The Hollies, 10 High Street, Loddon, NR14 6AH on Wednesday **29 May 2024 at 8.00pm**

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: Emily Curtis (Clerk)

Dated: 23 May 2024

Agenda

Welcome and meeting etiquette. Note if anyone wishes to record the meeting

1. **To appoint a Chairman**
2. **To appoint a Vice Chairman**
3. **To receive any apologies for absence and consider accepting them**
4. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
5. **To approve as a correct record, the minutes of the meetings held on the 28 February, 27 March and 24 April 2024**
6. **Public Forum**
7. **To note the new website: www.chetvalleysummerfete.com**
8. **To review the proposed layout of the event and running order of the entertainment**
9. **To receive an update from the Task Groups**

Food & Beverage Task Group:

To contact a donut/milkshake provider

Led by GM

LM

Entertainment Task Group:

Dog Show:

The Jubilee Hall may have some rosettes available

Led by JP

LM

Arena/Stage

To research straw bales

Contact the Gym Club

Led by LB

Clerk

LM

Kids Entertainment

Led by LM

Chase second face painter LM
Entertainment Wildlife. Led by CW
 Send Stall Holder Application form to CW to forward to wildlife groups. AAO

LTC stalls Led by TBC
 Chase Police attendance AAO
 Contact vendors from last event with stall holder application form, with a deadline of
 31 May 2024 for fees AAO
 To begin asking for & collecting prizes for a tombola stall RM/Cllr JA
 To check prizes are sufficient LM

Advertising & Marketing Task Group: Led by Council – Clerk
 Inform local groups of the event Clerk/AAO

General Logistics & Health & Safety: Led by Council – AAO
 To ask LUFC for support with transport on the day Clerk
 To ask for support from LLCG members for clear up JA
 Count the tables available in JH LM

Sponsorship/Fundraising/Raffle Task Group: Led by GM
 Send out sponsorship letters GM/JP
 Send out raffle requests GM
 Email SpoonCake, The Swan, Rosy Lees, Loddon Deli, The JubHub for raffle prizes.
 AAO

- 10. To consider quantities of flyers/posters/raffle tickets
- 11. To consider sessions and placements for selling raffle tickets in advance of the fete
- 12. To consider the tea towel design and decide any action
- 13. To note the Finance Report
- 14. Items for a future agenda
- 15. Dates of future meetings
 Please note changes to dates & extra meeting.

19 June 2024	25 September 2024
3 July 2024	23 October 2024
31 July 2024	27 November 2024